

*Reports*

10 February 1956

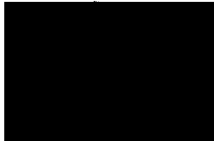
MEMO FOR THE RECORD:

FROM: CHIEF, RECORDS DISPOSITION BRANCH

SUBJECT: Six Months Work Program

1. During the first 6 months of this year, the working assignments in this Branch will be directed toward accomplishing the following:

- a. Develop a records control schedule for OCR.
- b. Give limited approval to the schedules submitted by the Comptroller's Office.
- c. Assist ARO, OL in revision of the records control schedule for that Office and push for final approval.
- d. Write the following guides for AROs:
  1. Inventorying your records
  2. Scheduling your records
  3. Evaluating your records
  4. Retiring your records
- e. Begin Staff audit and review of all schedules on an annual basis
- f. Develop and establish an annual reporting system for Agency components
- g. As opportunity permits, develop schedules for Office and Staffs of DCI and DD/S



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